

## **1. Who needs to verify Citizenship and Identity?**

- People who declare they are US citizens or US Nationals, IF
- They want Medicaid benefits (Title XIX) – state-funded medical assistance or SCHIP (Title XXI) are not included in these requirements.

## **2. Who is exempt from this requirement?**

- People who are not US citizens or US nationals, regardless of immigration status.
- People who receive Supplemental Security Income (SSI) benefits.
- People who receive Medicare benefits.
- Newborns who receive (F05) medical benefits.
- People who must be included in the household count, but who are not applying for Medicaid benefits.

## **3. Are there other exceptions – when people don't have to prove citizenship or identity in order to receive Medicaid benefits?**

- Yes, TANF households, foster care children and pregnant women will be requested to verify citizenship and identity, but will not be denied benefits if the information is not provided. In the future, ACES will be able to support the separation of Medicaid from the TANF cash payment. When this change is promoted, TANF households will need to comply with citizenship requirements.
- People who lose their SSI benefits may not need to verify citizenship or identity. If citizenship and identity were verified by the Social Security Administration prior to the loss of SSI benefits and the ACES computer system has the valid value of "SD" on the client's demographics screen, they will not have to re-verify these facts for the state to determine Medicaid eligibility. If citizenship and identity were verified using any other valid value code in ACES, the client WILL need to re-verify.

## **4. Why do Citizenship and Identity need verification?**

The Deficit Reduction Act of 2005 requires states to verify US citizenship and identity for everyone who receives Medicaid benefits and who declare that they are US citizens or US nationals. Every state in the country must comply with this new federal law.

## **5. What do you mean when you say you need "verification or documentation of citizenship and identity"?**

For each person declaring US citizenship or national status, we need to put the original documents or clear, readable copies of the documents that were used for citizenship and identity verification in the electronic case

record (ECR) of the document management system (DMS) or in the paper case file. Remarks, statements, and narrations in the ACES computer system stating that the documents were seen do not meet the requirement.

**6. What programs do not require citizenship and identity verifications (which programs are not Medicaid)?**

Most programs require citizenship and identity verification. The following programs do not require the citizenship/identity verification:

- GA-U
- SCHIP (F07)
- Alien programs (F08, F09, P04, R01, R02, R03, S07, L04, C04)
- S01, L01 (SSI recipients)
- S03, S04, S05, S06 (Medicare recipients)
- Newborn medical (F05)
- Psychiatric Indigent Inpatient (M99)

**7. When do you verify citizenship and identity for someone changing programs, from GA-U (state funded medical) to GA-X (Medicaid)?**

If the case is an auto – conversion, verify at the next eligibility review or recertification. If working on a case or making a program change, verify at that time.

**8. What happens if I don't return the needed verification for citizenship or identity?**

If citizenship and identity verification are required for the Medicaid program, and the verification is not completed, the person is not eligible for the Medicaid program. **Remember** if the client does not have citizenship or identity verification, completion of the *Citizenship Documentation and Identity Declaration* form (13-789) will fulfill the requirement. The Centralized Citizenship Unit will follow up with the client to obtain the actual documents.

**9. Are there any special instructions for the worker entering citizenship and identity data into the ACES system?**

Yes, at the current time, the ACES system requires an entry in the identity field, even for people who are not required to verify identity. In order for the case to process correctly, workers enter the "P" valid value in the identity field for all household members not applying for Medicaid benefits. Entering that valid value should not cause problems with eligibility for any program or with audit findings. (Note: If there is valid identity documentation in DMS for these non-members, it would be appropriate to update the identity code with a 'V'. However, staff should not ask for or pend a case for documentation for clients not requesting Medicaid.)

#### **10. What is the process for eligibility reviews?**

Staff need to request citizenship documentation, identity documentation and/or the Declaration form for all Medicaid recipients at review. However, staff should not terminate benefits for clients that do not provide this information if all other information necessary to complete the eligibility review is provided. Our goal is to have all current recipients worked by the Central unit and terminations will only be done by the CCU after several attempts to obtain the necessary documentation. Therefore, at review, code the identity fields with a 'P' if documentation is requested but not provided and leave the citizenship field coded as 'OT'. The CCU will follow up for the needed verification.